

# NORTH DAKOTA STATE EMPLOYEE FACT SHEET

Classified employees under **HRMS** (ND's Civil Service) are covered by basic 'rules' adopted by **HRMS**. The rules provide consistent employment conditions regardless of size, function, or location of agency. The rules guide equitable pay, open competitive selection, and protection from arbitrary personnel actions.

Classified employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Non-Classified employees do NOT have employment rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or by individual employee.

Classified Employee Salary Distribution	# of Employees	Percent
Up to \$15,000	2	0.0%
\$15,000 to \$20,000	105	1.6%
\$20,000 to \$25,000	689	10.2%
\$25,000 to \$30,000	899	13.3%
\$30,000 to \$35,000	1,167	17.3%
\$35,000 to \$40,000	1,079	16.0%
\$40,000 to \$45,000	878	13.0%
\$45,000 to \$50,000	634	9.4%
\$50,000 to \$55,000	420	6.2%
\$55,000 to \$60,000	321	4.8%
\$60,000 to \$65,000	191	2.8%
\$65,000 to \$70,000	147	2.2%
\$70,000 to \$75,000	95	1.4%
\$75,000 to \$80,000	39	0.6%
\$80,000 to \$85,000	47	0.7%
\$85,000 to \$90,000	19	0.3%
\$90,000 to \$95,000	13	0.2%
\$95,000 to \$100,000	1	0.0%
\$100,000 to \$105,000	4	0.1%

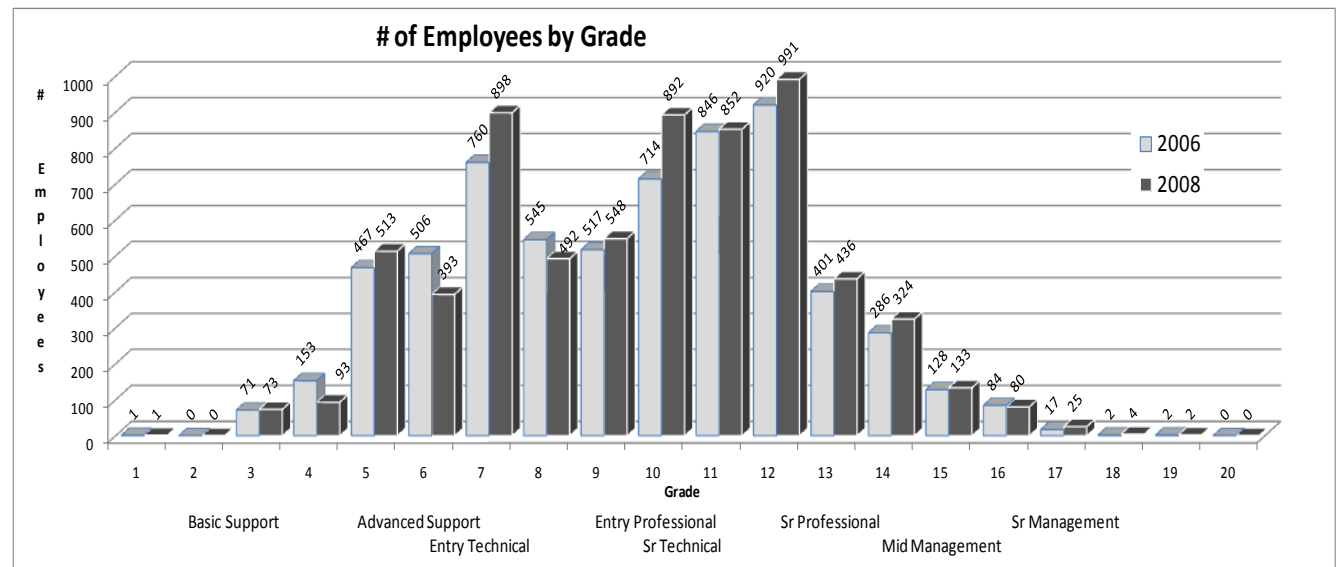
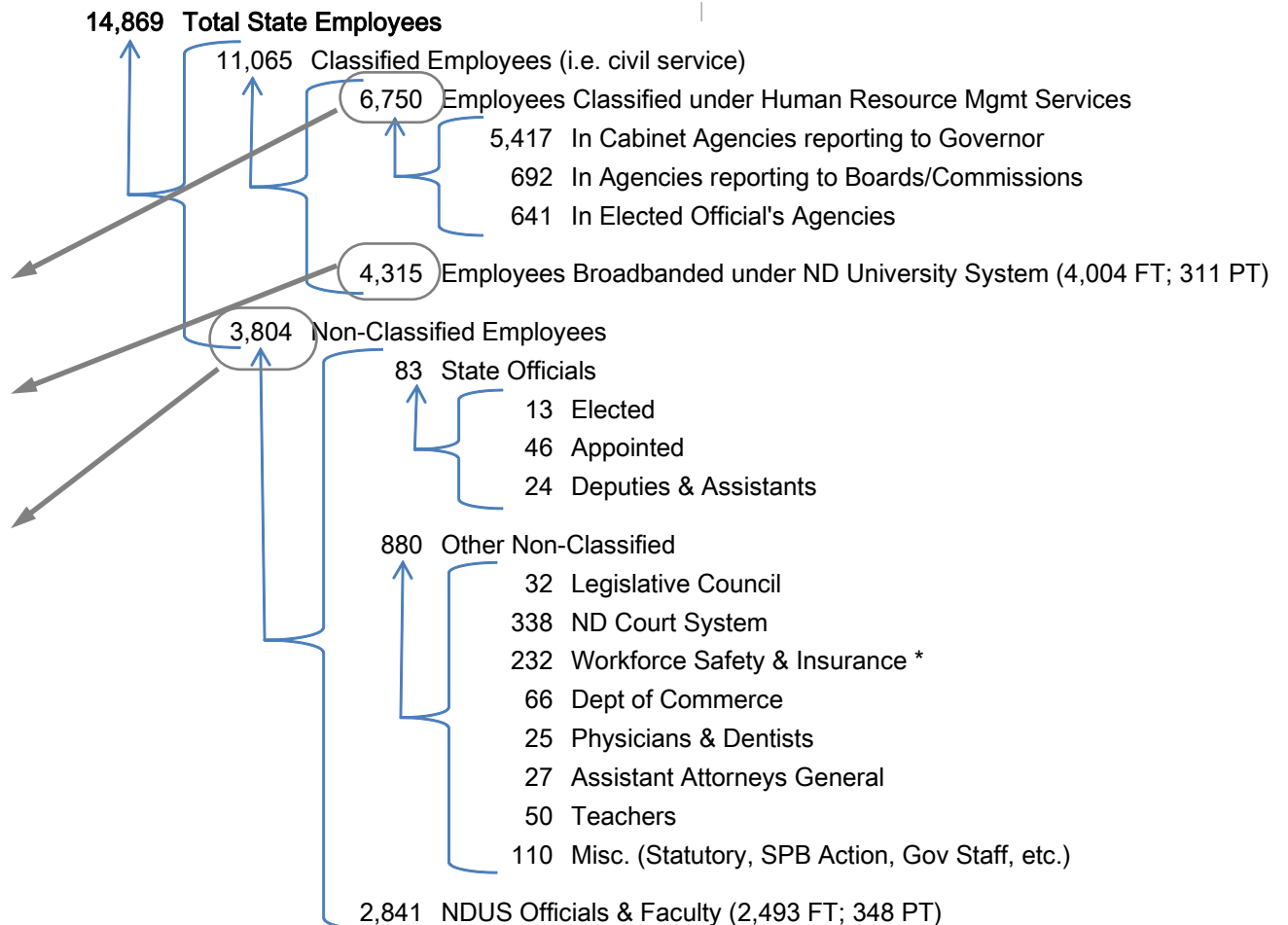
**6,750**

In the North Dakota General Workforce:

- 84% of workers have completed high school
- 22% have bachelors degrees or beyond

In the Classified workforce of the state:

- 99% have completed high school
- 84% have formal ed'n or trade school beyond hs
- 54% have a bachelors degree or beyond



Salary Increase History		
Date	Amount	Specific Provisions
7/1/83	2%	Retirement Contribution in lieu of salary increase
5/1/84	\$60/mo	Not appropriated but allowed by Governor within available agency funds
7/1/84	2%	Retirement Contribution in lieu of salary increase
4/1/85	5.50%	Minimum increase of \$50
7/1/86	4%	Minimum increase of \$50
7/1/87	0	
7/1/88	0	
7/1/89	7.10%	Minimum increase of \$50
7/1/90	0	
7/1/91	4%	Minimum increase of \$50
7/1/92	\$40/mo	Averaged approximately 2%
7/1/93	\$60/mo	Averaged approximately 3.2%
7/1/94	3%	
7/1/95	2%	
7/1/96	3%	2% across the board; 1% for performance, range compression, & equity
7/1/97	3%	\$30 across the board; remainder of 3% approp based on merit & equity
7/1/98	3%	Same as 1997
7/1/99	2%	\$35 across the board; remainder of 2% approp based on merit & equity; plus \$5.4 million Market/Equity Fund
7/1/00	2%	\$35 across the board; remainder of 2% approp based on merit & equity (additional 1% allowed with funding from existing appropriations)
7/1/01	3%	\$35 across the board; remainder of 3% approp based on merit & equity; plus \$5.0 million Market/Equity Fund
7/1/02	2%	\$35 across the board; remainder of 2% approp based on merit & equity
7/1/03	0	
7/1/04	0	
7/1/05	4%	Across-the-Board
7/1/06	4%	Across-the-Board
7/1/07	4%	Min \$75 inc; remainder based on merit & equity; plus \$10 million Market/Equity Fund
7/1/08	4%	Min \$75 inc; remainder based on merit & equity
<b>1,721 Employees on Capitol Grounds</b>		
	615 Capitol Tower	45 Liberty Memorial Bldg
	543 Judicial Wing	61 Heritage Center
	362 DOT Bldg	14 Maintenance Shop
	81 State Office Bldg	Source: Facility Mgmt Div - OMB

**HRMS Mission**  
To provide leadership and expertise in human resource management.

**HRMS's** primary responsibility is to provide "... a unified system of personnel administration for the classified service ..."

Beyond the basic framework of human resource management policies (rules), job classification, and salary ranges; **HRMS** provides assistance to agencies in their ongoing management of human resources. **HRMS** services include:

- Management Consulting
- Supervisor/Employee Training
- Employee Compensation
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, & Guides

**HRMS** also makes current information readily available to agencies via the world wide web at:

**[www.nd.gov/hrms](http://www.nd.gov/hrms)**

**HRMS offices are located on the 14th Floor of the State Capitol.**

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**Please feel free to contact any HRMS staff member:**

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HR Officer		HR Officer	
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HR Business Analyst		Office Mgr	

# NORTH DAKOTA STATE EMPLOYEE FACT SHEET

**December 2008**

This fact sheet is provided by **Human Resource Management Services (HRMS)** to give a snapshot of state employment. Data is from a variety of sources and over several months. While details of employment change daily, this data is an accurate overall reflection of State employment.

The 6,750 state employees in positions classified by **HRMS** are employed in over 50 separate state agencies. 93% of classified employees work in 16 agencies with over 100 employees. The remaining employees work in agencies ranging from 1 to 81 employees.

Agency	# Eee's
Dept of Human Services	2,162
Dept of Transportation	1,033
Dept of Corr & Rehab	672
Health Dept	323
Information Tech Dept	263
Job Service ND	256
WSI *	232
Highway Patrol	188
Dept of Public Inst	167
Adj Gen/National Guard	159
Game & Fish	151
Attorney General	148
Bank of ND	146
Tax Department	124
Office of Mgmt & Budget	118
Veterans Home	102

\* Returning to Classified Service

Average Classified State Employee						
Years of Age	Years of Service	Annual Salary	Actual Increase	Appropriated	Compa-Ratio	Notes
Jan 1993	42	9.5	22,189			
Jan 1994	42	11	22,812	2.80%	\$60/mo	
Jan 1996	46	11.4	25,476	11.7%	5.0%	
Jan 1997	43	12.2	26,273	3.10%	3.00%	
Jan 1998	43.8	12.1	27,034	2.9%	3.0%	0.98
Aug 1998	44	12.1	27,963	3.40%	3.00%	0.97
Nov 1999	44.2	12.2	28,860	3.2%	2.0%	0.96 (1)
Aug 2000	44.4	12.3	29,993	3.90%	2.00%	0.97 (2)
Aug 2001	44.8	12.5	31,467	4.9%	3.0%	0.96 (1)
Dec 2002	45.4	12.6	32,262	2.50%	2.00%	0.96
Dec 2003	45.7	13.2	32,627	1.1%	0.0%	0.96
Dec 2004	45.9	13.2	32,604	0.00%	0.00%	0.96
Dec 2005	46.1	13.6	34,158	4.8%	4.0%	0.96 (3)
Dec 2006	46.2	13.4	35,640	4.30%	4.00%	0.96
Dec 2007	46.2	13.2	37,834	6.2%	4.0%	0.95 (4)
<b>Aug 2008</b>	<b>46.4</b>	<b>13.2</b>	<b>39,622</b>	<b>4.70%</b>	<b>4.00%</b>	<b>0.96</b>

(1) Included 1999 & 2001 Market/Equity Funds (\$5.4 & \$5.0 mill respectively)

(2) Included authorization for agencies to 'self-fund' additional 1.0%

(3) Leg approp included \$1.5 mill for DOCR & \$413,000 for Hwy Patrol

(4) Included Market/Equity Fund (\$10 mill)